

## Application to maintain certification Election administrator

Refer to WAC [434-260-300](#) through 310 for rules pertaining to the certification of election administrators.

To be eligible to maintain your certification as an election administrator, you must complete the following:

- Continuous service as an election administrator the year immediately prior to your request;
- A minimum of eighteen hours participation in conferences and workshops. Two hours may be credited for visiting other county elections departments. At least six hours must be election specific and sponsored by the five organizations listed below.
  - The Washington Association of County Auditors
  - The Secretary of State
  - The Election Center
  - The United States Election Assistance Commission
  - The Federal Voting Assistance Program
  - Other courses approved by the Election Administration and Certification Board

### STEP ONE: PROVIDE APPLICANT INFORMATION

Applicant name \_\_\_\_\_ Title \_\_\_\_\_

County \_\_\_\_\_ E-mail address \_\_\_\_\_

### STEP TWO: DOCUMENT TRAINING HOURS

A minimum of eighteen hours of training at conferences or workshops is required. Two hours may be credited for visiting other county elections departments. At least six hours must be election specific and provided by an approved sponsor. To receive credit for attending Orientation Training, attendance must be five years apart.

Total number of hours \_\_\_\_\_

#### Election specific, sponsor approved training – minimum of six hours

##### Washington State Association of County Auditors (WSACA)

Hours	Course name	Location	Date
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##### Secretary of State (OSOS)

Hours	Course name	Location	Date
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**The Election Center**

Hours	Course name	Location	Date
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**Election Assistance Commission (EAC)**

Hours	Course name	Location	Date
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**Other training – a maximum of two hours for visits to other counties****Conferences, courses, or visits to other counties**

Hours	Course name and <i>Sponsor</i>	Location	Date
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**Surplus hours – a maximum of six hours earned the previous year**

Hours	Course name and <i>Sponsor</i>	Location	Date
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**STEP THREE: OBTAIN SIGNATURE OF COUNTY AUDITOR**

County Auditor signature	Title (if other than auditor)
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Printed name	Date
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**STEP FOUR: SUBMIT COMPLETED APPLICATION**

You may submit this application by fax, email, or mail.

OSOS Elections Division  
Certification and Training Program  
PO Box 40229  
Olympia WA 98504-0229  
(Fax) 360-664-4619  
[ctsupport@sos.wa.gov](mailto:ctsupport@sos.wa.gov)